

Bexley Park Homeowners Constitution

An unincorporated association

1. Name

- 1.1.1. The name of the association shall be BEXLEY PARK HOMEOWNERS' ASSOCIATION (known as Bexley Park Residents Association).
- 1.1.2. It shall be constituted as a non-profit organisation.

2. Aims

- 2.1.1. The aims of Bexley Park Homeowners Association will be:
 - To bring together residents of Bexley Park homeowners living in the following areas of The Copse & The Firs and Edenwood.
 - To hold to account and consult with the current estate management company 'First Port Property Services' and future estate management companies, if any.
 - To promote recreational activities, mutual support and joint aid amongst its members.

3. Membership

- 3.1.1. Membership is open to anyone aged 18 and above who is a homeowner on the Bexley Park estate.
- 3.1.2. This association believes in equal opportunity and stands against any form of inequality or discrimination in the form of religion, disability, status, level of education, sexuality, race (including colour, ethnic or national origin), sexual orientation, gender reassignment, political belief, pregnancy or maternity, marital status, or age.
- 3.1.3. Members shall be entitled to equality of opportunities in a transparent manner based on their individual skills and experience.
- 3.1.4. Members will be required to abide by the following code of conduct.
 - They shall respect the views and contributions of each member.
 - Refrain from all forms of racist or sexist conduct.
 - Respect individual space and boundaries.
 - Refrain from all forms of aggression, abuse, intimidation and / or violent conduct.
- 3.1.5. Membership will begin as soon as the required membership details have been received by the membership secretary and agreed by the administrator on the Nextdoor Bexley Park web site.
- 3.1.6. All members shall be subject to the regulations of the constitution and by joining the association, will be deemed to accept these regulations and code of conduct that the association has adopted.

- 3.1.7. A list of all members will be kept by the membership secretary.
- 3.1.8. Members may withdraw their membership at any time by notifying the membership secretary in writing.
- 3.1.9. Membership may also be withdrawn from any member if the code of conduct rules is not adhered to or are repeatedly broken.

4. Membership Fees

- 4.1.1. Payment of fees will not be a requirement of membership. If this stipulation changes, it will be based on a majority vote as set out below. Any income generated by the association shall be applied solely towards promoting its objectives.

5. Committee Members

- 5.1.1. The business of the group will be carried out by an unpaid Committee which will consist of the following positions:
 - Chair
 - Vice-chair
 - Secretary
 - Treasurer
 - Membership secretary
 - Ground Maintenance
 - Communications
- 5.1.2. All committee members shall be elected at the Annual General Meeting and must be registered homeowners. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.
- 5.1.3. If required, a committee member may hold more than one position if this is with the agreement of other committee members.
- 5.1.4. The committee members roles are as follows:
 - Chair – responsible for chairing both general and committee meetings.
 - Vice-chair – deputises for the chair in their absence.
 - Secretary - responsible for the taking of minutes and the distribution of all papers.
 - Membership secretary - responsible for keeping records of all members.
 - Treasurer - responsible for the maintenance of financial accounts.
 - Ground maintenance – responsible for monitoring the maintenance of green space within the estate.
 - Communications – responsible for the wider communication to all association members via Nextdoor and the promotion of the association aims.
- 5.1.5. The Committee will meet as necessary and not less than four times a year.
- 5.1.6. Any member wishing to attend committee meetings will be free to attend, may speak but will not have the right to vote.

- 5.1.7. Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign. If there is no response or a valid reason for non-attendance, a replacement will be initiated at the next General Meeting of members.
- 5.1.8. In the event of a committee member standing down during the year a replacement will be elected by the next General Meeting of members.

6. Meetings

6.1. Annual General Meetings

- 6.1.1. An Annual General Meeting (AGM) will be held every year and no later than fifteen months of the previous AGM.
- 6.1.2. All members will be notified by the secretary, in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.
- 6.1.3. Nominations for a place on the committee may be made to the Secretary before the meeting, or at the meeting.
- 6.1.4. Existing committee members may be nominated for re-election.
- 6.1.5. The quorum for the AGM will be 10% of the association membership or 6 members, whichever is the greater number.
- 6.1.6. At the AGM, the following items will be discussed:
- The Committee will present a report of the work of Bexley Park Homeowners Association over the year.
 - The Committee will present the financial accounts of Bexley Park Homeowners association from the previous year.
 - The Committee members for the following year will be elected.
 - Any proposals or other relevant matters given to the Secretary at least 7 days in advance of the meeting will also be tabled for discussion.
- 6.1.7. Decisions reached will be upheld by 50% of those in attendance.

6.2. Special General Meetings

- 6.2.1. The Secretary will call a Special General Meeting at the request of most of the committee or at least eight other association members. This is provided a written request to the Chair or Secretary stating the reason for their request, has been received.
- 6.2.2. The meeting will take place within twenty-one days of the written request.
- 6.2.3. All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda. This notice may be by telephone, email or a notification on the Nextdoor web site.
- 6.2.4. The quorum for the Special General Meeting will be 10% of the association membership or 10 members, whichever is the greater number.

6.3. General Meetings

- 6.3.1. General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.
- 6.3.2. All members will be given at least two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or a notification on the Nextdoor web site post.
- 6.3.3. The quorum for a General Meeting shall be 10% of the association membership or 5 members, whichever is the greater number.

6.4. Committee Meetings

- 6.4.1. Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.
- 6.4.2. The quorum for Committee meetings is three Committee members.

6.5. Rules of Procedure for Meetings

- 6.5.1. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- 6.5.2. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.
- 6.5.3. Only members who are registered homeowners have voting rights at association meetings and only one vote per household will apply.
- 6.5.4. Any offensive behaviour deemed racist, sexist, or offensive including inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the code of conduct may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

7. Finances

- 7.1.1. An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee but must come from within the pool of existing committee members (one to be the Treasurer). The signatories must not be related nor members of the same household.
- 7.1.2. All payments will be signed by two of the signatories.
 - For cheque payments, the signatories will sign the cheque.
 - For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.
- 7.1.3. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

7.1.4. All money raised by or on behalf of Bexley Park Homeowners Association is only to be used to further the aims of the group, as specified in item 2 of this constitution.

8. Amendments to the Constitution

- 8.1.1. Amendments to the constitution may only occur at the Annual General Meeting or at a Special General Meeting.
- 8.1.2. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.
- 8.1.3. Any proposal to amend the constitution will require at least a 51% majority of those present and entitled to vote.

9. Dissolution

- 9.1.1. A resolution to dissolve this association can only be passed at a meeting of a majority vote. If it is decided that this is the course of action, any member may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- 9.1.2. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The preferred organisation will also be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the:

Bexley Park Homeowners Association on

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed